

Sustainability Planner



Job Code: 2353
Grade: 129
Reports to: Director of Planning & Code Administration
Salary Range: \$52,171 - \$80,028
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult and responsible administrative, planning, and professional work organizing, developing, and coordinating the City's sustainability program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work that involves the application of administrative and technical expertise to plan, implement, coordinate, and manage programs that promote urban sustainability and assist the City in reducing environmental impacts from operations and improving environmental performance. Work is performed under general direction with latitude for independent judgment, discretion, and initiative in carrying out daily operations, and is reviewed based on conferences, reports, and observation and evaluation of results achieved.

ESSENTIAL FUNCTIONS

Developing, implementing, coordinating, and administering the City's sustainability program and managing City-wide sustainability efforts; developing effective and innovative environmental policies and programs, including internal and community outreach programs; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Manages the development of the City's sustainability program.
- Works with City departments to creatively incorporate the best practices and policies into viable energy, transportation, and waste reduction programs.
- Coordinates City departments on local/state/federal monitoring and reporting requirements.
- Develops, implements, and manages the City-wide sustainability program.
- Prepares the greenhouse gas (GHS) emissions inventory; develops and updates the Climate Action Plan; promotes Leadership in Energy and Environmental Design Standards (LEEDS) program.
- Defines and articulates resources available that can be used to achieve sustainability goals; prepares grant proposals to support the City's sustainability initiative.
- Evaluates proposed sustainability programs and measures to determine the most cost-effective way to achieve defined program goals and objectives and demonstrates same using life-cycle cost/benefit analysis or other reliable matrix before making program recommendations.
- Acts as staff liaison to the City's Environmental Affairs Committee and other regional committees.
- Develops and implements new program elements and program modifications as necessary to meet stated goals and objectives.
- Implements public and in-house educational outreach programs to promote sustainability efforts.
- Fosters partnerships within the community, including business organizations and schools to enhance the City's sustainability programs.
- Monitors and reports on sustainability and environmental success.
- Represents the City within the community; increase awareness of sustainability initiatives through participation in civic, neighborhood, or professional group activities; attend other various meetings as required.
- Maintains necessary records and reports.

- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles and practices of sustainable development and environmental management.
- Considerable knowledge on developing, promoting, implementing, and coordinating energy conservation programs.
- Knowledge of applicable Federal, State, and local laws and regulations.
- Knowledge of requirements and guidelines for grant writing and review.
- Ability to perform computations and to make recommendations on environmental and development problems and planning.
- Ability to consistently analyze, interpret, and apply relevant information.
- Ability to prepare and present reports and to communicate effectively orally and in writing.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with coworkers, City officials, public and private representatives, contractors, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science, Natural Resources Management, Urban and Regional Planning, Public Administration, Public Policy, or a related field. Five (5) to seven (7) years responsible professional-level experience in a public sector agency or program; City government and sustainability program experience; or an equivalent combination of education, training, and/or experience.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, stooping, reaching, standing, walking, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Sustainability Planner position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of Gaithersburg
31 South Summit Avenue
Gaithersburg, MD 20877
www.gaithersburgmd.gov

Human Resources Department
Phone: 301-258-6327
Fax: 301-258-6414
hr@gaithersburgmd.gov